



COLORADO
Department of Revenue
Specialized Business Group—
Firearms Dealer Division

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BULLETIN 25-05

REFERENCE: IMPORTANT NOTICE FROM THE FIREARMS DEALER DIVISION

The Firearms Dealer Division (the Division) has identified multiple instances where responsible persons and employees submitted fingerprints to the Colorado Bureau of Investigation (CBI), but failed to submit Form DR 7601 (Employment Eligibility Check Request) to the Division. Absent the Form DR 7601, the Division cannot associate criminal history record checks with a particular firearms business and cannot complete processing the application.

Action Required:

If your firearms business has employees or responsible persons (owners, managers, etc.) who submitted fingerprints to the CBI but failed to submit Form DR 7601 to the Division, please submit the form for each responsible person or employee **as soon as possible**.

- Criminal history record results are only retained for ninety (90) days from the date they are issued.
- If a Form DR 7601 is not received within that ninety-day (90) window, fingerprints must be resubmitted at the dealer's expense.

In order to prevent re-fingerprinting and avoid additional costs and delays, your business must ensure that a completed Form DR 7601 is submitted to the Division without delay. Click the following link to view the form [DR 7601 Employment Eligibility Check Request](#).

Important Reminder:

The **Form DR 7601 must be completed and submitted to the Division before or simultaneously with the date fingerprints are taken by an approved third-party vendor or local law enforcement**. This enables the Division to properly associate the individual with their employing business and expedite processing of the results of the criminal history record checks.

Your assistance is greatly appreciated.

Firearms Dealer Division